

SIEMENS

HiPath 4000

Hicom 300 E/300 H

Operating Instructions

optiset E standard

optiset E advance

optiset E advance plus

optiset E advance conference






About these Operating Instructions

These Operating Instructions describe the use of the optiset E standard, optiset E advance, optiset E advance plus und optiset E advance conference telephones in conjunction with the HiPath 4000 Communication Server, Version 1.0 and Hicom 300 E/300 H, all Versions.

How to use these Operating Instructions

Step by Step

+ or -

Service Menu

Speaker

Executive





Consultation?

Ringer pitch?

✓

✓




The operating procedures are presented in a logical sequence in the "coloured" column. The symbols used have the following meanings:

- Lift the handset.
- Replace the handset.
- Enter number or code.
- Press the setting keys on the telephone.
- Press the key.
- Press the key which is lit.
- Press the key which is flashing.
- The selection option is shown on the display. Confirm with key .
- Look for the selection option. Press keys   until the selection option appears on the display. Then confirm with key .

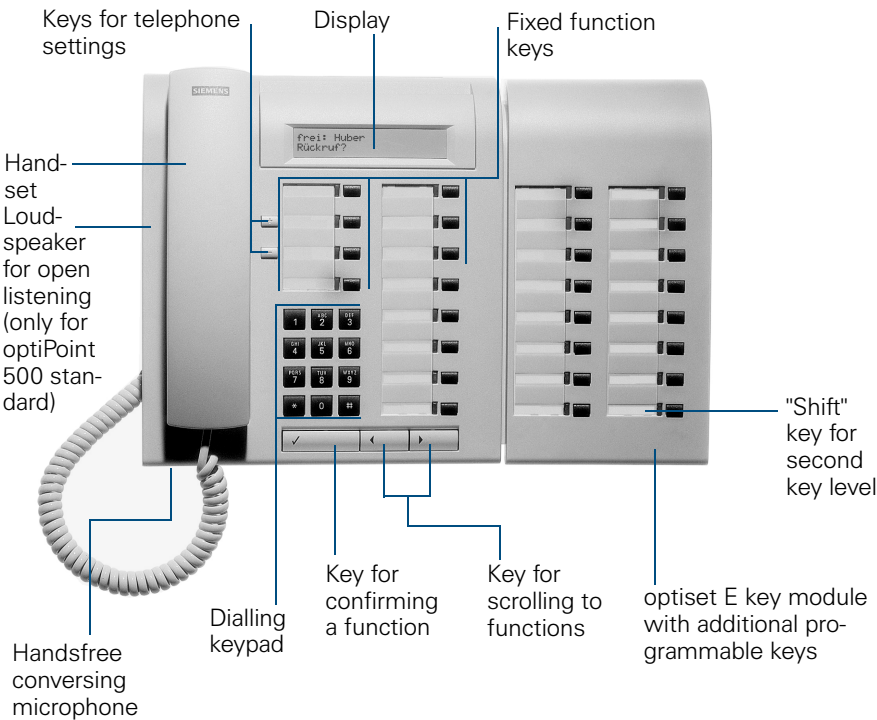
Displays

Callback?
Please dial?

>

- Line 1 contains instructions or acknowledgement messages, depending on the particular situation.
- Line 2 contains selection options for functions, which you can confirm by means of . If the character ">" is visible on the right-hand side, there are further selection options, which can then be accessed using  .

The optiset E standard, optiset E advance, optiset E advance plus, optiset E advance conference telephones with add-on unit



Permanently assigned function keys

for basic, enhanced-convenience, multi-line and team functions:




Service Menu	Call pickup
Redial	Call park
Mailbox	Disconnect
Speaker	Show used line *
	Ringer cutoff *
	Privacy *
	Hold *
	Exclusive hold *

Variant:


Call pickup
Call park
Disconnect
Show used line
Ringer cutoff
[Line] own
[Line] other
[Line] other

* "keyset" configuration (→ page 66) with line keys on the optiset E key module.

Important Notes


	Never operate the telephone in an environment where there is a risk of explosion.
	Only use Siemens accessories (→ page 89). The use of other manufacturers' accessories may be dangerous and will render the warranty and approval null and void.
	Never open the telephone set or an add-on unit. If any problems arise, get in touch with System Support.
	The telephone must not come into contact with abrasive liquids or liquids which are liable to discolour it, such as tea, coffee, fruit juices or soft drinks. Care of the telephone → page 91.

CE label



The CE symbol certifies compliance of this equipment with the EU directives.

Environmental label



This device has been manufactured in accordance with our certified environmental management system (ISO 14001). This process ensures that energy consumption and the use of primary raw materials are kept to a minimum, thus reducing waste production.

Step by Step

How to activate functions

... directly

Certain functions can be **selected directly in the idle state**, for example:

▶ ✓

Make your selection with and confirm it with .

Other functions can be **selected directly in certain call situations**.

You dial a number but the other party is busy:

✓

Confirm with .

or

▶ ✓

Make your selection with , confirm it with and dial another number.

... via the Service Menu

First press the "Service Menu" key. You are then offered a number of selection options. Example: suppressing the number display at the called party (→ page 22):

Press the key.

8 2

Use the service code in order to switch to the "Display suppression" function. The service codes are listed in the quick-reference operating instructions (annex).

or

Press the key.

▶ ✓

Make your selection with and confirm it with .

▶ ✓

Select again with and confirm with .

... using a function key

You can activate directly a Hicom function which you have stored on a key (→ page 47), e.g.

Press the key. The function is executed.

Which functions can be used?

Basic and enhanced-convenience functions

You can use all the basic and enhanced-convenience Hicom 300 H functions which are offered to you on the display, in the Service Menu and on the function keys.

Additional multi-line and team functions

→ page 66f.

These are configured by System Support. You can use the multi-line and team functions in addition to the basic and enhanced-convenience functions. A telephone with line keys is identifiable by the fact that your number and the numbers of your colleagues have been assigned to line keys. You have access to all lines and you can also make calls via several lines simultaneously.

The individual telephone can also be configured (as a keyset) for multi-line operation, e.g. for use by non-team members or by brokers who are in contact with clients on several lines simultaneously.

Additional executive/secretary functions

→ page 83f.

These are configured by System Support. You can use the executive/secretary functions in addition to the basic and enhanced-convenience functions. A telephone with an executive/secretary configuration is identifiable by the "executive" or "secretary" line keys for direct calls to the executive or to the secretary's office. An executive/secretary telephone also has an "intercept" key, while a secretary's telephone has a "pickup" and a "deputy" key.

How to make best use of your telephone

- No doubt you have colleagues or outside business associates to whom you make frequent calls. You can save a great deal of time and effort by storing these numbers on keys (Storing a speed dialling number on a key → page 45).
- All too often the number you have dialled is engaged. But afterwards you are extremely busy and completely forget to try ringing it again. Our advice: make a habit of using the "Callback" facility (→ page 38).

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 **1e telephone**

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(appendix)**

Step by Step

Taking calls and setting up calls

Taking a call with the handset

The telephone rings. The caller is displayed.



Lift the handset.

Terminating a call:



Replace the handset.

Answering a call via the speaker key (speakerphone)

The telephone rings. The caller is displayed.

Speaker

+ or -

Press the key. The lamp lights up. You are in the handsfree conversing/open listening mode.

(Note: optiset E advance has open listening only.) Increase or decrease the volume. Keep pressing the keys until the required volume level is set.

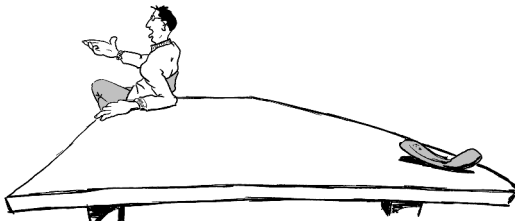
Terminating the call:

Speaker

Press the key. The lamp goes out.

Notes for speakerphone mode:

- Tell the called party that you are using speakerphone.
- The handsfree conversing equipment works best at low volume settings.
- The ideal distance between yourself and the telephone for handsfree conversing is approx. 50 cm.



Step by Step

Open listening within the room during a call

You can allow other persons in the room to listen in on the call. Always inform the other party that you are switching on the loudspeaker.

Precondition: You are making a call with the handset.

To activate:



Press the key. The lamp lights up.

To deactivate:



Press the key. The lamp goes out.

Switching to speakerphone

Precondition: You are making a call with the handset.



Hold the key down and replace the handset. Then release the key and continue the call.

Switching to the handset

Precondition: You are engaged in a call in the hands-free conversing/open listening mode.



Lift the handset. Continue the call.

Step by Step

Using the "second call" facility

When you are expecting an important call, you should activate the second call (call waiting) facility. The arrival of this second call is signalled to you if you happen to be engaged in a call. You can then either accept or disregard the second call.

Activating/deactivating "second call"

Service Menu

21

or



Switches?



Camp-on?



and

Activate?



or

Deactivate?



Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm.

Confirm.

Taking the second call

Precondition: You are making a call. "Second call" is activated.

Waiting call



The alerting tone is audible. The lamp flashes.

The caller hears ringing tone as though you were free.

Press the key. You are connected to the second caller.

The first party is placed on hold.

Terminating the second call, resuming the first call:

Disconnect



or

Press the key.

Replace the handset and lift it again.

Step by Step

Using the mailbox

Callers who dialled your number during your absence can leave a callback request in your mailbox. You will also find mail server voice/fax messages in your mailbox (if this facility is available).



Retrieval from mailbox

The lamp lights up if the mailbox contains new entries which have still to be retrieved. Press the key. The first entry is displayed. Keep pressing the "mailbox" key in order to see the other messages.

Meaning of the display:

"Call" = callback request,
e.g. from Mr Jones

Answering a callback request

The callback request is displayed.

Select and confirm.
The user is called.

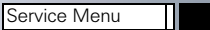
Mailbox

Jones Call

Jones Call

► Output? ✓

Step by Step



Deleting mailbox entries

The required entry is displayed.

Select and confirm.



You cannot delete (new) voice messages that you have not played back entirely. You can jump to the end of a message by entering 66. This designates the message as "old", thereby making it deletable.

Terminating mailbox retrieval:

Press the key. The lamp goes out.

Entries remain in the mailbox until you delete them.

Using the mailbox function (optional)

Users with a mailbox (HiPath Xpressions) can use it by calling the messaging extension, for example, set up call forwarding types and check available messages. Spoken user prompting directs you to all available functions. If call forwarding is active, the messaging extension is shown on the display. Information on call forwarding can be found in the chapter Forwarding calls → page 51.

Timed reminders

Precondition: You have stored a timed reminder (→ page 48). When the stored time has been reached:

The telephone rings.

Lift the handset. The time of the reminder is displayed.

Replace the handset.



If you do not lift the handset, the telephone rings several more times and "Timed reminder" is displayed before the reminder is cancelled.

Incoming call on loudspeaker (voice calling)

Step by Step

You are addressed directly by a colleague over the loud-speaker. Handsfree conversing and open listening are activated automatically.

You can answer immediately in the handsfree conversing mode. (Note: optiset E advance has open listening only.)

or 

Lift the handset and reply.



You can speak to the colleague directly
(→ page 22).

Step by Step

Activating/deactivating stop voice calling

You can prevent other persons from making direct calls to you. Any attempt to address you directly via the loud-speaker will be changed to a normal call.

Service Menu

23

or

► Switches?



► Voice call protect?



and

Activate?



or

Deactivate?



Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm.

Confirm.

Taking a call on the headset

Precondition: Your optiset E telephone is equipped with the optiset E headset/headset plus adapter. The headset is connected to the adapter. The "headset" key has been configured.

Headset



The lamp flashes when a call is received.
Press the key. Make the call.

Terminating the call:

Headset

Press the key. The lamp goes out.

Activating/deactivating do not disturb

If you do not wish to receive incoming calls, you can activate the do not disturb facility. Internal callers then hear busy tone, while external callers are forwarded to the attendant. System Support can also set up destinations for forwarding internal and external calls, such as to your mailbox.

Precondition: System Support has enabled the do not disturb facility for all HiPath 4000 users in your system.

Service Menu

Press the key. The lamp lights up.

Step by Step

22

Enter the service code.

or

► Switches? ✓

Select and confirm.

► Do not disturb? ✓

Select and confirm. The display indicates whether the do not disturb facility has been activated or deactivated.

and

Activate? ✓

or

Deactivate? ✓

Confirm.

➡ If do not disturb is active, you hear an alerting tone when you lift the handset.

The attendant can override the do not disturb function in order to speak to you.

If System Support has disabled the do not disturb facility for the HiPath 4000 system, the option "do not disturb" does not appear in the Service Menu.

Malicious call holding

You can trace a malicious external caller. The caller's number can be registered during the call or for up to 30 seconds after the call. You must not replace the handset.

Service Menu

Press the key. The lamp lights up.

83

Enter the service code.

or

► Additional functions? ✓

Select and confirm.

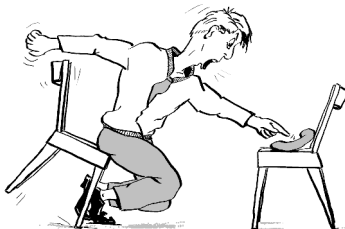
► Additional functions? ✓

Select and confirm.

➡ If malicious call holding was successful, your network carrier will have the stored data. Get in touch with System Support!

Step by Step

Setting up calls



Dialling with the handset off-hook



Lift the handset.



Internal: Enter the number.

External: Enter the external code and the number.

The called party is busy or does not answer:



Replace the handset.

Dialling with the handset on-hook



Internal: Enter the number.

External: Enter the external code and the number.

The called party answers via the loudspeaker:



Lift the handset.

or

When handset is on-hook: speakerphone.

The called party is busy or does not answer:

Speaker



Press the key. The lamp goes out.

Step by Step

Suppressing the number display at the called party

Suppression of the number indication only applies to the next call and is not stored together with the redial function.

Service Menu

Press the key. The lamp lights up.

82

Enter the service code. Dial tone can be heard.

or

Additional functions?



Select and confirm.

Display suppression?



Confirm. Dial tone can be heard.

and



Enter the other party's number. If the call is answered, your number does not appear on the called party's display.

Direct call to a colleague via loudspeaker (voice calling)

You can make a direct call to an internal HiPath 4000 or Hicom 300 E/H user via the loudspeaker in his telephone.

Precondition: Your telephone has a "voice calling" key.

Voice calling

Press the key.



Enter the number.


Wait for voice calling tone.



Lift the handset and speak to the other party.

or

If the handset is on-hook: handsfree conversing.

 If the called party has activated the stop voice calling facility (→ page 19), he receives voice calling as a normal call.

Step by Step

Entering commands with tone dialling (DTMF suffix dialling)



This feature is not applicable for UK and other countries using tone dialling (default).

After dialling a number, you can set tone dialling in order to activate equipment - such as an answering machine or an automatic information or switching system - by means of command inputs in DTMF mode (**DTMF** = **d**ual-**t**one **m**ultifrequency dialling).

Service Menu

8 1

or

► **Additional functions?** ✓

► **DTMF suffix dialing?** ✓

Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm.

You can now enter commands with keys 0 to 9, the star key and the square key.

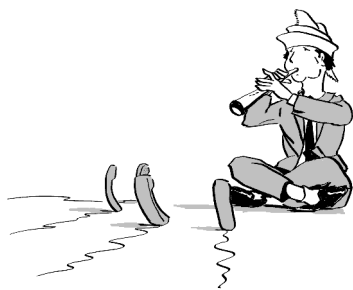


DTMF mode is deactivated as soon as the connection is cleared down.

The "DTMF suffix dialing" display may appear at the end of number input, depending on the PBX configuration. You can then proceed to enter commands as soon as you have dialled a number.

Step by Step

Calling several persons simultaneously



Making a second call (consultation)

During a call in progress you can set up a second call, e.g. in order to obtain information. The first party waits.

Consultation? ✓



Make your call to the second party.

Release the second call – return to the first call:

Release and return? ✓

Confirm.

Alternating between two calls (toggling)

Precondition: You have either set up a second call (see above) or taken a second call (→ page 15) during a call in progress.

To switch to the waiting party:

► Toggle? ✓

Select and confirm.

Release the present call – return to the other call:

► Release and return? ✓

Select and confirm.

Step by Step

Conference?



Setting up an add-on conference:

Confirm.

An alerting tone indicates that all three users have been interconnected to form a conference circuit.

System-supported conference

In a system-supported conference you can include up to 8 internal and external users. Users with system telephones can execute or use all of the following functions. ISDN telephones and external users are passive users - they can only be included in an existing conference.

You can include users and conferences from a distant system in your conference. The distant users can set up and extend their own conference. The members of this conference are included in your conference. But they cannot execute or use the following functions.

The following functions are supported for all conference members with a system telephone:

- Setting up a conference when calling a user or receiving a call or making a consultation call or receiving a second call.
- Accepting a waiting call and including the caller in the conference.
- Toggling between the conference and a consultation call or waiting call.
- Holding a consultation call during a conference and adding it to the conference.
- Interconnecting conference members from two independent conferences via a distant network.
- Putting the conference on hold, if line keys are installed.
- Receiving overview of all conference members.
- Transferring the conference to a new user.

The functions listed above can be carried out by all conference members at the same time.

Step by Step

Setting up a conference

You can set up a conference from any of the following types of connection:

- single call
- consultation call
- waiting call

Starting a conference from a single call

You want to set up a conference.
You receive a call.

or



You call another user.

▶ Start conference? ✓



Select and confirm.
Call the second user.
Announce that a conference is to be set up.

Conference? ✓

Confirm.
You will receive the message "1 is your position".

Conf. 1-2-3
Add on to conference?

This question will then be displayed.

Consultation? ✓



Confirm.

Call the second user. The second user answers, you announce the conference.

▶ Conference? ✓

Select and confirm.
You will receive the message "1 is your position".

Setting up a conference from a waiting call

You are connected to one user and receive another call.

Waiting call

An alerting tone is audible. The lamp flashes. Press the key. You are connected to the waiting caller. The other party is placed on hold.

▶ Conference? ✓

Select and confirm.
You will receive the message "1 is your position". All members are interconnected in a conference circuit.

Step by Step

Expanding the conference

Any member of the system conference can expand the conference by

- calling another user and adding this person to the conference
- adding a user to the conference from a consultation call
- accepting a waiting call and adding the caller to the conference.

Calling and adding another user

You intend to call another user and to add this person to the conference.

Add on to conference?



Select and confirm.



Call the new user.
Announce the conference.

Conference?



Confirm.
The user is added to the conference.

Return to conference?



Confirm.

If the new user does not answer:

Expanding the conference from a consultation call

You wish to make a consultation call during the conference.



Consultation?



Select and confirm. The conference is placed on hold.



Call a user. Make the consultation call.



Conference?



Select and confirm to add the user from the consultation call to the conference.

or



Toggle?



Switch between the conference and the consultation call.

or

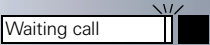


Release and return?



Select and confirm to release the consultation call and return to the conference.

Step by Step



► **Conference?** ✓

or

► **Toggle?** ✓

or

► **Release and return?** ✓

Accepting a waiting call and adding it to the conference

If you receive a waiting call during the conference (call waiting function is activated), you can add this user to the conference.

An alerting tone is audible. The lamp flashes. Press the key. You are connected to the waiting caller. The conference is placed on hold.

Select and confirm to add the waiting caller to the conference.

Switch between the conference and the waiting caller.

Select and confirm to release the waiting call and return to the conference.

Transferring the conference

Any member can transfer the conference to a nonmember called using the consultation or expand conference functions. The new user is not yet a member of the conference. The conference cannot be transferred to a caller whose call is answered by a member using the Call Waiting function.

You are taking part in a conference.

► **Consultation?** ✓



or

Add on to conference? ✓



► **Transfer conference?** ✓



Select and confirm. The conference is placed on hold.

Call a user.

Select and confirm.

Call a user.

Announce that you are transferring the conference.

Select and confirm.

You are disconnected from the conference.

Replace the handset.

Step by Step

During the conference

You are taking part in a conference with 3 to 8 members and you wish to know about the other members or to disconnect a member.

Viewing member information

► **View members?** > ✓

No. member No. 1

Next conference party? >

Next conference party? > ✓

or

► **Stop viewing?** > ✓

or

► **Release party?** > ✓

Select and confirm.

The display shows the name and call number of the other member with lowest member number.

Confirm to display the next member.

Select and confirm to end the display.

Select and confirm to disconnect this member from the conference. If there were only three members, the conference is now ended and the call continues as a two-party call.

Disconnecting the last member added

You wish to disconnect the last member added to the conference.

► **Remove last party?** > ✓

Select and confirm. The last member added is disconnected. If there were only three members, the conference is now ended.

Putting the conference on hold

If line keys are installed (→ page 66) you can put the conference on hold and make a call on another line.

Line

Press line key.

or

► **Hold?** ✓

Select and confirm.

The conference will be put on hold. The following message is displayed: 1st line: "Conference", 2nd line: "On hold".

Line

Press the line key on which the conference is being held - you are reconnected to the conference.

Step by Step

Consultation? ✓



Extending the call with prior announcement:

If the person you are conversing with wishes to be forwarded to one of your colleagues, you can pass on the connection to this third person.

Confirm.

Call the other party and inform him that the waiting user wishes to be put through to him.



Replace the handset. The two users are connected to each other.

▶ Start transfer? ✓




Extending the call without prior announcement:

Select and confirm.

Enter the number of the wanted party.



Replace the handset.

 If a connection is not set up between the other two parties within 40 seconds, you are recalled. You are then connected to the first party again.


Using the switchover button

The switchover button that must be configured by System Support can be used for the following functions:

- consultation (return to the call being held or the conference being held)
- toggling
- accepting a waiting call
- accepting a group call

Waiting call

You hear a call-waiting tone. Information about the call appears in the display.

Switchover 

Press the flashing key to accept the waiting call. The lamp is on.

Toggling

You are connected to two users. One user is waiting. The switchover lamp is on

Step by Step



Switchover

Press the key to switch over to the other user. The first user waits.

Consultation

You call a second user. The second user does not answer



Switchover

Press the key to return to the waiting user or the waiting conference.

Group call

You are connected to a single user. A group call is signalled. Information about the group call appears in the display.



Switchover

Press the flashing key to accept the group call. The first user is placed on hold. The lamp is on.

Step by Step

Using stored numbers to make calls

Using a call list (missed calls)

If you are unable to take an external and/or an internal call, this call request is stored in a call journal. Your telephone can also be configured so that answered calls are entered in this call list. Your telephone stores the last 6 outgoing and the last 12 incoming calls in chronological order. Each call is assigned a time stamp. The display begins with the most recent (unanswered) entry in the list. If several calls are received from the same user, a new entry is not made for each call; instead, the last time stamp is updated for this caller.

Interrogating the call list (call log)

Precondition: System Support has configured a call list for your telephone.

Service Menu

Press the key. The lamp lights up.

181

Enter the service code for incoming calls.

or 182

Enter the service code for outgoing calls.

or

Destinations? ✓

Confirm.

► Call log? ✓

Select and confirm.

Incoming calls? ✓

Confirm.

or

► Outgoing calls? ✓

Select and confirm.

Step by Step

32456 Hardy G.

Busy 25.10.15.30 >

User

Date and time of the entry and reason for the entry. The display begins with the most recent (unanswered) call. In the case of calls from the same party, the number of calls is displayed.

Displaying further calls from the list:



Next call?



Select and confirm.

Terminating interrogation:

Service Menu



Press the key. The lamp goes out.

Dialling a number in the call list

Precondition: You interrogate the call list; the wanted call is displayed.



Output?



Select and confirm.

The user is called.

Deleting an entry from the call list

Precondition: You interrogate the call list; the wanted call is displayed.



Delete?



Select and confirm.

Saved number redial

If your telephone is configured for this type of redialling, you can store a number and then dial it at a later point in time (→ page 46). You can redial the number at the push of a button.

Redial



Press the key.

The other party answers:

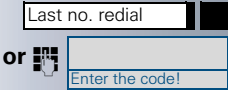


Lift the handset.

or

With the handset on-hook: handsfree conversing and open listening.

Step by Step



Last number redial

If your telephone is configured for this type of redialling, **each** number dialled is stored for possible redialling.

Press the key.

Enter your individual code for "Last number redial" (if necessary, enquire with System Support).

The other party answers:



or

Lift the handset.

With the handset on-hook: handsfree conversing and open listening.

Dialling with repertory keys

Precondition: You have stored a number on a repertory dialling key (→ page 45).



Press the key with the stored number.

If the number is on the second level, press "Shift" beforehand.

The other party answers:



or

Lift the handset.

With the handset on-hook: handsfree conversing and open listening.

Step by Step

Service Menu

3

or

► Use speed dialing?

✓

and

0...9



or

Dialling with individual speed dialling numbers

Precondition: You have stored individual speed dialling numbers (→ page 46).

Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Enter the speed dialling number.

The other party answers:

Lift the handset.

With the handset on-hook: handsfree conversing and open listening.

Dialling with system speed dialling numbers

You will be supplied with a copy of the system (central) speed dialling directory by System Support (for example) or you will find it in the inhouse telephone directory or your PC.

After selecting a speed dialling number which is the stored destination for another telecommunications system, you can immediately suffix-dial the station number you require.

Step by Step

Making project calls

External calls can be assigned to specific projects.

Precondition: Project numbers (from 1 to 5) have been configured for specific projects and you have a code for the project in question.

Setting up a project call

Service Menu



Press the key. The lamp lights up.

Enter a service code between 61 (for project number 1) and 65 (for project number 5).



Enter the PIN.

or

Service Menu

Press the key. The lamp lights up.

▶ PIN / COS? ✓

Select and confirm.

PIN 1? ✓

Confirm.

or/possibly

▶ ✓


Select and confirm PIN2 - PIN5.

and



Enter the external number.

Make your call in the usual way (→ page 21).

 Project call mode is subject to a time limit. It is deactivated automatically if you do not use your telephone over a 5-minute period (for example).

Step by Step**Call duration display**

The call duration display is configured by System Support. The display shows either the duration of the call or the cost of the call. The display can be switched off.

The call duration is shown in the first line on the right with format HH:MM:SS and 24-hour system. The display appears ten seconds after the call has begun.

The cost display feature must be applied for from the network operator and configured by System Support.

Step by Step

If you don't get through...

Using the callback facility

If the telephone which you have called is busy or there is no answer, you can place a request for callback. This also applies to external calls via ISDN switching centres. This saves you having to dial the number repeatedly. You are then called back

- as soon as the other party terminates his call
- as soon as the other party makes a further call
- as soon as the other party checks his mailbox and responds to your callback request (→ page 16).

Storing a callback request

Precondition: The internal called party is busy or there is no answer.

Callback? ✓

or

▶ Callback? ✓

Confirm.

Select and confirm (if the other party has **programmed call forwarding**, you will be called back from the call forwarding destination).

Answering a callback request

Precondition: A callback request has been stored. The telephone rings. The "Cancel callback" message informs you that this is a callback.



Lift the handset. You hear ringing tone.

or Speaker

Press the key. The lamp lights up. You hear ringing tone. You are in the handsfree conversing/open listening mode.

Rejecting a callback request

The telephone rings. The "Cancel callback" message informs you that this is a callback.

Cancel callback? ✓

or

Confirm.

Let the telephone ring four times; do not answer the call.

Step by Step

► **Display callback?** ✓

► **Next callback?** ✓

► **Delete?** ✓

Service Menu

► **Camp-on?** ✓

Checking/cancelling stored callback requests

Precondition: You have stored callback requests.

Select and confirm.
The "oldest" entry is displayed first.

Select and confirm, in order to view further entries.

Cancelling an entry which is displayed:

Select and confirm.

Terminating interrogation:

Press the key. The lamp goes out.

Camping on a colleague's call

Precondition: The internal station user whom you have called is busy. You need to contact this person urgently.

Select, confirm and wait briefly.

The colleague hears camp-on tone in the course of his call. The "call pickup" key flashes on his telephone. If his telephone has a display, your name and/or number is indicated.



In order to camp on, you must have the appropriate class of service.

Camp-on is not possible if the called party is protected by the camp-on security function.

Step by Step

► ☐ Override? ✓

Overriding a colleague's call (intrude)

Precondition: The station user whom you have called is busy. You need to contact this colleague urgently.

Select and confirm.

Both the colleague and the other party hear an alerting tone.

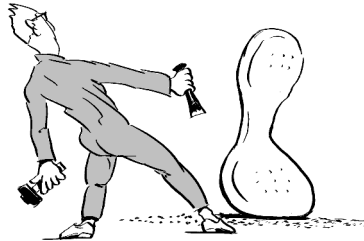
You can speak immediately.

➡ In order to override, you must have the appropriate class of service.

Override is not possible if the called party is protected by the override security function.

Step by Step

Telephone settings



Adjusting the ringing tone volume

+ or – Press one of the keys when the telephone is idle.

Ringer volume?



Confirm.

+ or – To increase/decrease the volume: keep pressing the keys until the required volume level has been reached.



Store.

Adjusting the ringing tone pitch

+ or – Press one of the keys when the telephone is idle.



Ringer pitch?



Select and confirm.

+ or – Changing the pitch: keep pressing the keys until the required pitch has been reached.



Store.

Step by Step

Adapting the handsfree function to the acoustics of your room

In order to improve the clarity of voice transmission during handsfree conversing, you can adapt the microphone sensitivity of your telephone to suit the acoustics of your room ("normal room"/"reverberating room"/"sound-proofed room").

- + or –

Press one of the keys when the telephone is idle.
- ▶ Hands-free mode? ✓

Select and confirm.
- + or –

Select the type of room (acoustics). Keep pressing the keys until the required setting is displayed.
- ✓

Store.

Setting the volume of the alerting tone

You hear the alerting tone, for example, when you receive a second call during a call in progress or when a call has not been taken by any members of your team.

- + or –

Press one of the keys when the telephone is idle.
- ▶ Warning tone? ✓

Select and confirm.
- + or –

To increase/decrease the volume: keep pressing the keys until the required volume level has been reached.
- ✓

Store.

Adjusting the angle of the display (to suit a seated position)

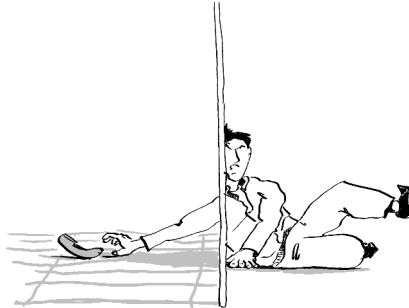
By swivelling the display unit, you can adjust it so that you can read the displays clearly from your normal sitting position.

Step by Step

Preventing misuse of the telephone

You can prevent unauthorised persons from using your telephone (and the telephone directory) during your absence.

Precondition: You have been assigned a personal identification number (PIN) by System Support.



Preventing unauthorised dialling:

Service Menu

67

or

► PIN / COS? ✓

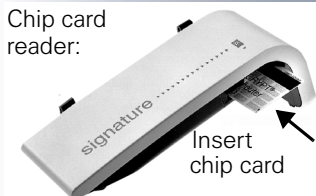
► Change COS? ✓

and



or

Chip card reader:



Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm.

Enter the PIN (code number).

In the case of optiset E advance with chip card reader: Insert the chip card. All lamps light up briefly.

Input is followed by the display: "Executed".

Remove the chip card again.



When the telephone is disabled in this way, a special dial tone is audible when the handset is lifted. Internally (within HiPath 4000), dialling is possible in the usual way.

Step by Step

Service Menu

6 7

or

▶ PIN / COS? ✓

▶ Change COS? ✓

and



Enabling the telephone again:

Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm.

Enter the PIN (code number).

Input is followed by the display:
"Executed".

Selecting the language for the user prompts (displays)

Your HiPath 4000 or Hicom 300 E/H system can be configured for up to five different languages. The first language programmed is the default. If your telephone has a "language" key, you can program a different language. The period of time for which the other language remains active is dependent on the language option which has been configured. There are two possibilities:

- **Static language option**

The language remains programmed until you select a different language.

- **Temporary language option**

The language remains programmed until the end of the next call, after which the system reverts to the default language.

Selecting a language:

Language

Press the key. The language selected appears on the display for five seconds and is then set. Keep pressing the key if you wish to select a different language.

➡ These Operating Instructions can be ordered in other languages → page 89.

Step by Step

Storing numbers, system functions and timed reminders

You can store a frequently required number or a frequently used function on any key which has not been preprogrammed by System Support. The keys on the optiset E key module add-on unit can be assigned on two levels. Before storing, you can check the key assignment (→ page 50).

Storing a repertory dialling number on a key

Service Menu

Press the key. The lamp lights up.

Press the programmable key (with appropriate feature). In order to use the second level on the optiset E key module, press "Shift" beforehand. The current key assignment configuration is displayed.

New entry?



Confirm.



Enter the number.

In the case of external numbers, enter the external code and then the telephone number.

Save?



Confirm.

or

If you made a mistake during input:



Dial again?



Select and confirm.

Enter the number again.



Keys which have been assigned functions should be labelled (→ page 88).

Step by Step

Storing a number for redialling

Precondition: Your telephone is programmed for "Saved number redial" **not** "Last number redial".

Storing a caller's number or a number which has been dialled

You have set up a call and are still engaged in this call. Or you have been called by - and are still conversing with - a user whose number has also been communicated to you.

Redial

Press the key. "Stored" is displayed.

Speaker

Press the key. The lamp goes out.

or 

Replace the handset.

Storing any number

Precondition: Your telephone is in the idle state or you are conducting a call and the other party informs you of a number which you would like to store.

Service Menu

Press the key.

Redial

Press the key.

New entry? ✓


Confirm.



Enter the number.

Save? ✓

Confirm.

 You can dial the stored telephone number at the push of a button (→ page 33).

Storing individual speed dialling numbers

You can store a number on each of digit keys 0 to 9 and then dial these numbers at the push of a button (→ page 35).

Service Menu

Press the key. The lamp lights up.

Destinations? ✓

Confirm.

▶ Speed dialling? ✓

Select and confirm.

Step by Step



Enter a specific speed dialling number (0 to 9).
If this digit has already been assigned a telephone number, this number is shown on the display.

New entry?



Confirm.



Enter the number.
In the case of external numbers, enter the external code and then the telephone number.

Save?



Confirm.

Saving a function on a key

Service Menu



Press the key. The lamp lights up.

4

Enter the service code.

or



Key function?



Select and confirm.

and



Press the programmable function key. Keyset-configuration is displayed.

Change?



Confirm.



New function:



Select and confirm one of the system functions prompted.

Save?



Confirm.



Keys which have been preprogrammed by System Support cannot be changed. Then "Return?" is shown.



You can now activate the function directly by pressing the key. In the case of functions, such as "second call", which can be alternately activated/deactivated, you activate the function when you press the key and subsequently deactivate it when you press the key again. The key's lamp is lit when the function is active.

Step by Step


Service Menu

7

or

▶ Reminder? ✓

New reminder? ✓

and 

Save? ✓

Service Menu

7

or

▶ Reminder? ✓

▶ Next reminder? ✓

and

▶ Delete? ✓

Service Menu

Storing timed reminders

You can program a "timed reminder" on your telephone to remind yourself of an important meeting or appointment, for example (→ page 17). You must store the exact time at which you wish to receive the reminder. Reminders can be set for the next 24-hour period.

Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

The display indicates whether or not a timed reminder has already been programmed.

First timed reminder: Confirm.

Further timed reminder: Select and confirm.

Enter the time with either 3 or 4 digits as appropriate, e.g. 845 for 8.45 hours or 1500 for 15.00 hours.

Confirm.

Cancelling a stored reminder:

Press the key. The lamp lights up.

Enter the service code.

Select and confirm. A stored timed reminder is displayed.

Confirm (if you have stored several timed reminders).

Select and confirm.

Press the key. The lamp goes out.

Step by Step

Checking the telephone

Checking its functionality

You can test the functionality of your telephone. This includes the following checks:

- Are all the key lamps operating properly?
- Is the display operating properly?
- Do all the keys function?
- Are there any problems with the loudspeaker, handset, ringing tone volume, ringing tone pitch, alerting tone or handsfree conversing facility?

Otherwise, if necessary, for servicing:

- the terminal ID (identity) of the telephone
- the software version of the optiset E telephone
- the power feeding range of the line.

Precondition: The telephone is in the idle state.

Service Menu

9

or



Phone test?



and



Service Menu

Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm the required test function. Follow the user prompts on the display.

Press the key. The lamp goes out. The test is terminated.

Step by Step

Checking the assignment of functions to keys

You can carry out a check to determine which functions have been pre-assigned to which keys on your telephone. You can also check what you have stored on individual keys yourself. The following types of key assignment are possible:

- Repertory dialling (→ page 45)
- Direct station selection (→ page 81 and → page 83)
- Function (→ page 47)

Precondition: The telephone is in the idle state.

Service Menu

Press the key. The lamp lights up.

4

Enter the service code.

or

► Key function? ✓

Select and confirm.

and

Press the required key.
The key assignment is displayed.

Return? ✓

Confirm and then press another key to check the function assigned to it.

or

Service Menu

Press the key. The lamp goes out.

Step by Step

Forwarding calls

Using call forwarding

You can program two types of call forwarding:

- fixed forwarding, and
- variable forwarding

With fixed forwarding you can program a forwarding destination that will remain valid until you change or delete it. This forwarding function can be switched on and off.

With variable forwarding you can choose between 6 different types of forwarding:

- Variable forwarding (unconditional forwarding)
- Forwarding for internal
- Forwarding for external
- Forwarding for busy
- Forwarding after time
- Forwarding for busy/after timeout

Call forwarding is activated when a forwarding destination is programmed. When the variable forwarding function is switched off, the forwarding destination is automatically deleted

When forwarding is activated you can see the following display in the idle menu:

Forwarding type	Display message
Fixed forwarding	Forwarding to e.g. 222 Klaus Meier (own number)
Variable forwarding	
Forwarding for internal/external	Forwarding is on
Forwarding for busy	No display message
Forwarding after time	No display message
Forwarding for busy/after timeout	No display message

Fixed forwarding

If you have programmed a forwarding destination for fixed forwarding, you can activate and deactivate the forwarding facility either in the Service Menu or with a

Step by Step

Service Menu

Destinations? ✓

Call forwarding? ✓

Next forwarding type? > ✓

Next forwarding type? > ▶

Enter destination: >

Save? ✓

Service Menu

Destinations? ✓

Call forwarding? ✓

Next forwarding type? > ✓

22805 Harald Meier > ▶

▶ Activate? ✓

Fixed forwarding on

or

▶ Deactivate? ✓

Fixed forwarding off

forwarding key configured by System Support. The programmed forwarding destination remains valid until you change or delete it.

Programming/changing a forwarding destination

- Press the key. The lamp lights up.
- Confirm.
- Confirm. Display shows "Variable forwarding".
- Confirm. Display shows "Fixed forwarding". If forwarding has been programmed the destination is displayed
- Start "Fixed forwarding".
- Enter the number of the forwarding destination. Any destination previously saved will be overwritten.
- Confirm when the complete number has been entered.

Activating/deactivating fixed forwarding

- You can only activate fixed forwarding if a destination number has been programmed.
- Press the key. The lamp lights up.
 - Confirm.
 - Confirm. Display shows "Variable forwarding".
 - Confirm. Display shows "Fixed forwarding". If forwarding has been programmed the destination is displayed, whether forwarding is switched on or off.
 - Start "Fixed forwarding".
 - Select and confirm. Fixed forwarding is activated.
 - Output in first line. The following display message appears in the idle menu:
Forward to
for example, 2223 Klaus Meier (own number)
 - or
 - Select and confirm. Fixed forwarding is deactivated
 - Output on first line.
 - If variable forwarding was previously programmed and activated, it is deactivated and the forwarding destination is deleted.

Step by Step

► **Call forwarding off?** ✓

Call forwarding

Call forwarding

Service Menu

Destinations? ✓

Call forwarding? ✓

Next forwarding type? > ✓

22805 Harald Meier > ►

► **Delete?** ✓

Deactivating fixed forwarding in the idle menu

You can also deactivate fixed forwarding in the idle menu.

Select and confirm. Fixed forwarding is deactivated. The destination number is retained

Activating and deactivating with call forwarding key

Activating

Press the key. The lamp lights up.

Deactivating

Press the key. The lamp goes out.

Deleting the destination for fixed forwarding

You can delete the destination for fixed forwarding.

Press the key. The lamp lights up.

Confirm.

Confirm. Display shows "Variable forwarding".

Confirm. Display shows "Fixed forwarding" and the forwarding destination.

Open "Fixed forwarding".

Select and confirm. The forwarding destination is deleted. If fixed forwarding was activated it is now switched off. If a forwarding key has been configured it is deactivated.

Step by Step

Variable forwarding

With variable forwarding you can choose between 6 different types of call forwarding:

- Variable forwarding (unconditional forwarding)
- Forwarding for internal
- Forwarding for external
- Forwarding for busy
- Forwarding after timeout
- Forwarding for busy/after timeout

The forwarding types are mutually exclusive except for forwarding for internal and forwarding for external. You can program a forwarding destination for both of the two exceptions and thus activate them both.

Example:
You had activated variable forwarding. You now program and thus activate forwarding after timeout. Variable forwarding is automatically deactivated and its forwarding destination is deleted.

Selection of a variable forwarding type

Select the items Destinations and Forwarding in the Service Menu.

Service Menu

Destinations?

Call forwarding?

Variable Umleitung AUS

Next forwarding type? >

Fixed forwarding off

Next forwarding type? >

Fixed forwarding off

22805 Harald Meier >

FWD-ALL-INT off

Press the key. The lamp lights up.

Confirm.

Confirm.

"Variable forwarding" will be offered first.

Output on first line.

Output on second line.

Confirm to select the next forwarding type.

Output on first line.

Output on second line.

or if you have already programmed a fixed forwarding destination

Output on first line.

Output on second line.

Confirm to select the next variable forwarding type

Output on first line.

Step by Step

Next forwarding type? >



Output on second line.

To select the next variable forwarding type.

FWD-ALL-EXT off

Output on first line.

Next forwarding type? >

Output on second line.

or



To edit the current variable forwarding type.

FWD-ALL-INT off

Output on first line.

Enter destination: >

Output on second line.

Service Menu



Press the key. The lamp lights up.

Destinations?



Confirm.

Call forwarding?



Confirm. Display shows "Variable forwarding".

Next forwarding type? >



Confirm. Display shows "Fixed forwarding".

Next forwarding type? >



Confirm. Display shows "Forwarding for internal".

Next forwarding type? >



Open a forwarding type, for example, "Forwarding for internal".

Enter destination: >



Enter the number of the forwarding destination. Any destination previously saved will be overwritten

Save?



Confirm when the complete number has been entered.

To select a different forwarding type, proceed as described on → page 54.

If variable forwarding was previously programmed and activated, it is deactivated and the forwarding destination is deleted (for exception, see → page 54). Fixed forwarding is deactivated.


Deleting a forwarding destination

A variable forwarding destination is automatically deleted when the forwarding type is switched off.


Activating variable forwarding

Variable forwarding is automatically activated when the forwarding destination is programmed.

Step by Step

► Var. call forw. on? ✓


Save? ✓

Service Menu 

Destinations? ✓

Call forwarding? ✓

Next forwarding type? > ✓

Next forwarding type? > ✓

Next forwarding type? > ►



► Deactivate? ✓

FWD-ALL-INT off

Unconditional variable programming can also be activated in the idle menu.

Select and confirm while the phone is idle.

Enter the number of the destination.

 If you enter a cross-system number, you must press  after entering the number.

Confirm. This also activates the forwarding facility.

Deactivating variable forwarding

You can deactivate all variable forwarding types in the Service Menu.

Press the key. The lamp lights up.

Confirm.

Confirm. Display shows "Variable forwarding".

Confirm. Display shows "Fixed forwarding".

Confirm. Display shows "Forwarding for internal".

Open a forwarding type, for example, "Forwarding for internal".

Select and confirm. Variable forwarding is deactivated and the forwarding destination is deleted.

Output on first line, for example, for "Forwarding for internal".

To select another variable forwarding type, proceed as described on → page 54.

Checking forwarding

To check up on the status of the forwarding types, proceed as described on → page 54. The status "ON" or "OFF" is shown in the first line. The forwarding destination is shown in the second line if this variable forwarding type is activated.

Step by Step

► **Call forwarding off?** ✓

Deactivating variable forwarding in the idle menu

You can also deactivate the following variable forwarding types in the idle menu:

- Variable forwarding
- Forwarding for internal and for external

Select and confirm while the phone is idle. Forwarding is deactivated and the forwarding destination is deleted.

Activating and deactivating forwarding using switch

If a forwarding destination has been programmed for fixed forwarding, you can use the switch to activate and deactivate the forwarding facility. If variable forwarding is activated, it can only be deactivated with the switch.

Service Menu

► **Switches?** ✓

Select and confirm.

► **Call forwarding?** ✓

Select and confirm.

► **Activate?** ✓

Confirm.

or

► **Deactivate?** ✓

Confirm. This deletes any destination number programmed for variable forwarding.

Automatic call forwarding

Forwarding of internal and external calls in the system can be configured and activated for your line by System Support. Calls can be rerouted:

- unconditionally
- when the line is busy
- when the call is not answered

Unconditional call forwarding should only be used if the line is for outgoing calls only (for example, on an elevator).

If you have set up fixed or variable call forwarding, and if the manually programmed forwarding destinations are not obtainable (for example, because they are busy), then calls are automatically forwarded to the system forwarding destinations.

Step by Step

Forwarding calls for a different terminal (pull divert)

You can store, activate, check and deactivate call forwarding for another telephone, fax machine or PC from your own telephone. To do so, you need to know the PIN for this terminal or you must have the "Call forwarding for remote terminal" class of service. Your System Support can help you in both cases.

Storing a destination for another telephone/activating call forwarding

Service Menu

Destinations?

✓

▶ Forward station no.?

✓

Variable call forw.?

✓

Finished?

✓

Finished?

✓

Save?

✓

- Press the key. The lamp lights up.
- Confirm.
- Select and confirm.
- Confirm.
- Enter the number of the other telephone.
- Confirm.
- Enter the PIN
(only if your own station does not have the "Call forwarding for remote terminal" class of service).
- Confirm.
- Enter the number of the destination.
- Confirm.
Call forwarding is activated immediately.

If you enter a number belonging to a networked Hicom system, you must conclude number input with .

Step by Step

Service Menu

Destinations? ✓

► Forward station no.? ✓

► Forward other? ✓



Press the key. The lamp lights up.

Confirm.

Select and confirm.

Select and confirm.

Enter the code for the type of call forwarding required. The codes are defined by System Support. You can enter your call forwarding codes in the following table:

"Call forwarding for fax":	*43
"Call forwarding for PC":	*42
"Call forwarding for busy":	*49



Enter the number of the other terminal.

Finished? ✓

Confirm.



Enter the PIN

(only if your own station does not have the "Call forwarding for remote terminal" class of service).

Finished? ✓

Confirm.



Enter the number of the destination.

Save? ✓

Confirm.

Call forwarding is activated.

Step by Step

Interrogating/deactivating call forwarding for another telephone

Service Menu

Switches?

✓

Forward station no.?

✓

Variable call forw.?

✓

Finished?

✓

Finished?

✓

Deactivate?

✓

or

Interrogate?

✓

Press the key. The lamp lights up.

Select and confirm.

Select and confirm.

Confirm.

Enter the number of the other telephone.

Confirm.

Enter the PIN
(only if your own station does not have the "Call forwarding for remote terminal" class of service).

Confirm.

To deactivate:

To interrogate:

Select and confirm.

Example of display:

3428----->8968

This means: calls for station 3428 are redirected to station 8968.

Interrogating/deactivating call forwarding for fax, PC or "busy"

Service Menu

Switches?

✓

Forward station no.?

✓

Forward other?

✓

Press the key. The lamp lights up.

Select and confirm.

Select and confirm.

Select and confirm.



Enter the code for the type of call forwarding required. The codes are defined by System Support. You can enter your call forwarding codes in the following table:

Step by Step

"Interrogating forwarding for fax":	
"Interrogating forwarding for PC":	
"Interrogating forwarding for busy":	
"Deactivating forwarding for fax":	#43
"Deactivating forwarding for PC":	#42
"Deactivating forwarding for busy":	#49



Finished?



Enter the number of the other terminal.

Confirm.



Finished?



Enter the PIN

(only if your own station does not have the "Call forwarding for remote terminal" class of service).

Confirm.

Deactivate?



Confirm.

or



Interrogate?



To check:

Select and confirm.

(Example of display → page 60).

Changing call forwarding for another terminal

The procedure is exactly the same as for Store/Activate:
for another telephone (→ page 58),
for fax, PC or busy: (→ page 59).

Step by Step

Using a different telephone in the same way as your own

You can log on to another telephone belonging to the HiPath 4000 or Hicom 300 E/H system by means of a personal identification number (PIN) (as of software status Hicom 300, Version 3.5/Hicom 300 H Version 1.0, and also telephones of networked HiPath 4000 or Hicom 300 E/H systems, e.g. at other branches of your company). At the other other telephone you can then:

- make calls and assign the charges to cost centres
- make calls and assign the charges to specific projects
- retrieve messages from your mailbox
- use your individual speed dialling numbers and also a number which has been stored at your own telephone for the purpose of redialling
- use repertory dialling keys, provided that they are configured in the same way as at your own telephone
- enter timed reminders.

Using an internal PIN, you can have your calls diverted to a telephone in the office or department where you will be for a temporary period ("call forwarding - follow me").

Logging on to a different telephone Identifying oneself with PIN and dialling

Precondition: You have been assigned a PIN by System Support. You require an internal PIN for calls within your own HiPath 4000 or Hicom 300 E/H system, while for calls involving other HiPath 4000 or Hicom 300 E/H systems in the integrated network you require a "network-wide" PIN.

Service Menu

61

or

▶ PIN / COS? ✓

Press the key. The lamp lights up.

Enter the service code
(61 for PIN 1, 62 for PIN 2, etc.).

Select and confirm.

Step by Step

► PIN 1? ✓

Select and confirm.
If you have several PINs and wish to use another one, select the other PIN.

With the display "Enter station no." or "Enter ID", you are requested to enter the PIN.

Entering the PIN for your own HiPath 4000 or Hicom 300 E/H system area:



Enter internal PIN.

or

Entering the PIN for another HiPath 4000 or Hicom 300 E/H system area within the integrated network:



Enter the code!

Enter the 2-digit node code for your own HiPath 4000 or Hicom 300 E/H system (enquire with System Support).



Enter your own number and press the square key.



Enter the network-wide PIN and press the square key.

Dialling after (successful) identification:

You hear dial tone. The following appears on the display: "Please dial".

Speaker

or



Press the key. The lamp goes out.

Enter a number immediately.

Call forwarding - follow me after successful identification

► Variable call forw.? ✓

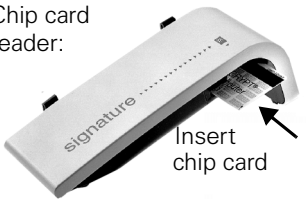
Select and confirm.

Save? ✓

Confirm. Call forwarding has been activated.

Step by Step

Chip card reader:



Identification with the chip card (optiset E advance only)

Precondition: You have been assigned a chip card by System Support for logon at other telephones. The telephone at which you wish to log on must be equipped with a chip card reader (optiset E signature module).

Within your own HiPath 4000 or Hicom 300 E/H system area:

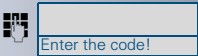
Insert the chip card. All lamps light up briefly. "ID card" and the number of the home station are indicated on the display.

or **At another HiPath 4000 or Hicom 300 E/H system in the integrated network:**

Insert the chip card.

Enter the node code for your own HiPath 4000 or Hicom 300 E/H system (enquire with System Support).

Enter your own number and press the square key.

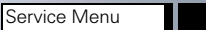


Deactivating identification at the other telephone

If you logged on with a PIN:

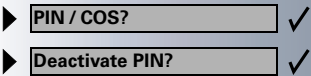
Press the key. The lamp lights up.

Enter the service code.

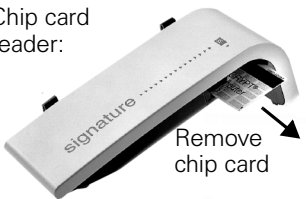


or
Select and confirm.

Select and confirm.



Chip card reader:



Identification is deactivated automatically if the far-end telephone is not used for several minutes.

If you logged on with a chip card:

Remove the chip card when the telephone is in the idle state.

Step by Step

Relocating with the telephone

Enquire with System Support whether this is possible with your telephone system.

After **consulting with System Support**, you can de-register your telephone from its present station line and then re-register it at the new station line. Note that the settings on your telephone (programmed keys) are not affected by the move.

Disconnecting the telephone from its present station line



Enter the code!



Enter the code for de-registration. If you are not sure of the code, enquire with System Support.

Enter PIN.

Remove the telephone plug from the socket.

Reconnecting the telephone at the new station line



Enter the code!



Insert the the telephone plug in the socket.

Enter the code for registration. If you are not sure of the code, enquire with System Support.

Enter PIN.



If you relocate with both a first and a second telephone (e.g. executive/secretary configuration), you must first de-register the second telephone, then the first telephone. At the new location, you log on the first telephone first, then the second telephone.

Step by Step

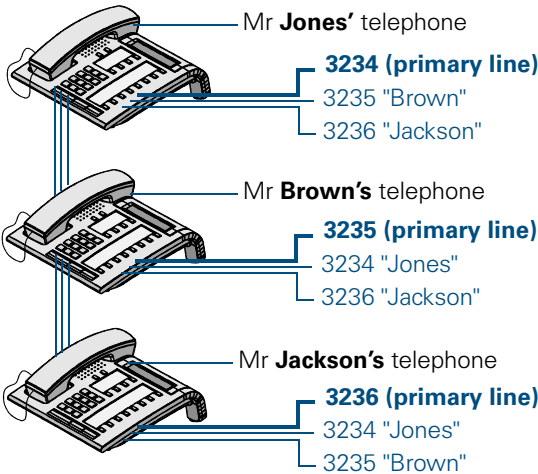
Making multi-line and team calls

Using line keys

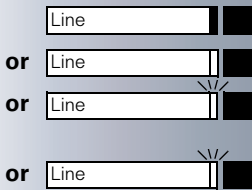
Line keys are configured by System Support. The station number of each team member is assigned to a line and is the **primary line** of that team member. The same line is configured on the line keys of the other team members as a **secondary line**. Each team member can use all the line keys which are available.

Numbers which have been stored on **your** telephone can only be used for line key dialling on your **own** telephone.

The following example illustrates how telephones with several line keys are interrelated within a team (keyset configuration). 3234 is the station number of Mr Jones, 3235 the station number of Mr Brown and 3236 the station number of Mr Jackson. Calls can be conducted on all three keys on all three telephones. The line with the user's own station number is always the primary line.



Step by Step



The different states of line key lamps

The lamp is not lit – the line is free and can be used.

The lamp is lit – the line is in use.

The lamp is flashing **rapidly** – a call is on the line: answer the call.

The lamp is flashing **slowly** – the call has been placed on hold.

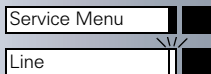
Preview

You are speaking on one line. The lamp on another line key starts flashing fast. You can use the call preview function to find out who is calling on this line. The information is shown in the display. You can also find out which caller is waiting on a line key that you have previously put on hold or exclusive hold. In addition, you can see information about the caller on the active line.

The preview key must be configured by System Support.

Precondition: You have accepted a call on a line key. The lamp on another line key is flashing **fast**.

Activating the preview function



Press the key. The lamp lights up.

Press the desired line key.

Information is displayed about the caller or the waiting or parked user.

Deactivating the preview function



Press the key. The lamp goes out.

The menu line and call duration display appear again.

Taking calls on line keys

If several calls are received at the same time, you can take the calls in the order in which they are offered to you - or you can give priority to certain calls.

Step by Step

Precondition: System Support has specified the sequence in which incoming calls are to be routed to line keys.

Taking calls in the order offered

Your telephone **rings** (ringing signal). The caller is displayed, e.g. "3235 Brown". The lamp at the relevant line key flashes rapidly.



Lift the handset.

or  Speaker

Press the key. You are in handsfree conversation/open listening mode (optiset E advance does not have hands-free working).

Taking calls with priority


Your telephone **rings** (ringing signal). The caller is displayed, e.g. "3235 Brown". The lamp at the relevant line key flashes rapidly. The lamps at other line keys also flash rapidly.



Press the line key to which you are giving priority. The name of the other caller (e.g. "3236 Jackson") is displayed briefly.



Lift the handset.

or  Speaker

Press the key. You are in the handsfree conversing/open listening mode.

Step by Step

Activating/deactivating ringer

When you are making a call on a line, you may be disturbed by the ringing signals for other incoming calls. If "ringer cutoff" has been configured, your telephone does not ring. Incoming calls are then signalled by the flashing of the line keys.

With the "ringer" key configured:

To deactivate ringing:

Press the key. The lamp lights up.
The telephone does **not** ring for incoming calls.

To activate ringing:

Press the key. The lamp goes out.
The telephone rings for incoming calls.

Via the Service Menu:

Press the key. The lamp lights up.

Enter the service code.

27

or

► **Switches?** ✓

Select and confirm.

► **Ringer cutoff?** ✓

Select and confirm.

and

Deactivate? ✓

or


Confirm.

Activate? ✓

Step by Step

Dialling with line keys

Your telephone can be configured with either **automatic** or **selectable** line seizure. System Support specifies whether a line (and which line) is seized automatically when the handset is lifted or when handsfree conversing and open listening are activated.

 The display "Please select a line" which you receive after lifting the handset or pressing the loudspeaker key instructs you to seize a line.

Dialling with automatic line seizure:


Lift the handset.

Press the key.

The display briefly indicates the line number and the line status and then requests you to dial.

A display such as "3235 active" means: a line (3235) has been selected automatically.

The lamp of the selected key lights up.

 Enter the number.

Dialling with selectable line seizure:

Lift the handset.


Press the key.

You are requested to press a free line key: "Please dial".

Press the free line key. The lamp lights up.

The display briefly indicates the line number and the line status and then requests you to dial.

A display such as "3236" means: the selected line (3236) has been seized.

 Enter the number.



Step by Step

Show used line

Service Menu

86

or

► Additional functions?



► Show used line?



Identifying the line used

If several lines are seized at the same time, you can find out from which line you are conversing on.

With the "display line" key configured:

Press the key.

Via the Service Menu:

Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm.

The number and status of the line currently in use are displayed.

A display such as "3235 active" means: line (3235) is being used.

Alternating between different lines

Precondition 1: System Support has specified that when the user switches between lines, the lines are placed on hold and can only be cleared again by replacing the handset or by actuating the "Disconnect" key.

Precondition 2: You are connected to various other parties by way of two or more lines. These can be either calling parties (→ page 67) or called parties (→ page 70).

You are conducting a call on line 1, for example. The line key of the party on hold flashes slowly.

Line 2

Press the slowly flashing line key. The first party waits on line 1.

Line 1

Press the slowly flashing line key. The second party waits on line 2.

You can alternate between the parties as often as you wish.

Step by Step


or


Speaker



Line


or


Privacy



Service Menu



or


Terminating a connection on a line key

- Replace the handset.
- Press the key which is lit.

Entering a call on a line (add-on conference)

- Precondition:** There is a call on one of the lines. The line key lamp is lit.
- Press the line key. Conference tone can be heard by you and by the users who are already connected. All three parties can now converse with one another. The lamp remains lit.



Call entering is not possible if the "Privacy" function has been activated for the line in question.

If one of the three parties replaces the handset, the other two remain connected to each other.

If the remaining parties are yourself (having entered the call) and the person who originally seized the line, consultation is no longer possible.

Station override security

Allowing override

- Your primary line can be programmed so that no one can enter the line when it is busy. In this case you can allow override, but this permission only applies to the call in progress or to the next call.
- You are already engaged in a call on a line.
- Lift the handset.

With the "privacy" key configured:

- Press the key.

Via the Service Menu:

- Press the key. The lamp lights up.
- Enter the service code.

Step by Step

► **Additional functions?** ✓

Select and confirm.

► **Privacy is off?** ✓

Select and confirm.

Call entering is now permitted.

Preventing override

Even if station override security has not been programmed, you can still prevent call entering. The station override security applies to the call in progress or to the next call.

You are already engaged in a call on a line.

or 


Lift the handset.

With the "privacy" key configured:

Privacy 

Press the key.

Via the Service Menu:

Service Menu 

Press the key. The lamp lights up.

87

Enter the service code.

or

► **Additional functions?** ✓

Select and confirm.

► **Privacy is on?** ✓

Select and confirm.

Call entering is not possible.

Terminating a connection on a line key



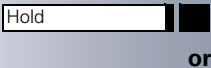
Replace the handset.

or

Speaker 

Press the key which is lit.

Step by Step



or



Holding a call on a line key and picking it up again

Precondition: You have taken a call on a line key (→ page 67).

Placing on hold:

Press the key.

Select and confirm.

The line key on which the call is parked flashes slowly. The call can be resumed at any team telephone on which the lamp belonging to this line key is flashing slowly.



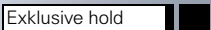
Resuming the call:

Press the flashing line key. Continue the call.

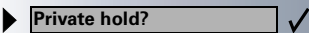
Holding a call on a line key exclusively and picking it up again

Precondition: You have taken a confidential call on a line key.

Placing on hold:



or



Press the key. The lamp lights up.

Select and confirm.

The line key on which the call is parked flashes slowly. The call can **only be resumed at your telephone** and is not signalled at any other telephone.



Resuming the call:

Press the slowly flashing line key. Continue the call.

Step by Step

► Direct call pickup?



Picking up a held call

A colleague in an open-plan office has parked a call on a line key and requests you (verbally) to take over the call. You have no access to this line.

Lift the handset.

Select and confirm.

Enter the station number of the telephone at which the call was parked. You automatically pick up this call.

Forwarding calls for lines

If you activate call forwarding for a line which can also be accessed at other telephones, the call forwarding function applies to all line keys belonging to this line.

Storing and activating variable call forwarding for a line

Line

Press the line key, e.g. for line 3235.

With the "call forwarding" key:

Service Menu

Press the key. The lamp lights up.

Call forwarding

Press the key.

or

Via the menu:

Service Menu

Press the key. The lamp lights up.

The available types of variable call forwarding for every line are identical with the call forwarding types described above. Therefore, for all further steps see → page 54..

Step by Step

Line

Storing and activating a fixed call forwarding destination for a line

Press the line key for the required line. The lamp lights up.

Service Menu

Press the key. The lamp lights up.

The settings for fixed forwarding for every line are identical with the call forwarding function described above. Therefore, for all further steps see → page 51.

Activating fixed call forwarding for a line (without storing)

Line

Press the line key for the required line. The lamp lights up.

With the "call forwarding" key:

Call forwarding

Press the key. The lamp lights up.

Via the Service Menu:

Service Menu

Press the key. The lamp lights up.

25

Enter the service code.

or

- ▶ Switches? ✓
- ▶ Call forwarding? ✓
- ▶ Activate? ✓

Select and confirm.

Select and confirm.

Confirm.

For further information see → page 52.

Step by Step

Line

Service Menu

Line

Call forwarding

Service Menu

25

or

► **Switches?** ✓

► **Call forwarding?** ✓

► **Deactivate?** ✓

Cancelling the fixed call forwarding destination

Precondition: The telephone is in the idle state. A fixed forwarding destination has been stored (→ page 76).

Only if it is **not** your primary line:
Press the line key for the required line.

Press the key. The lamp lights up.

The settings for fixed forwarding for every line are identical with the call forwarding function described above. Therefore, for all further steps see → page 53.

Deactivating call forwarding for a line

Precondition: The telephone is in the idle state. After a line key has been pressed, an activated call forwarding function is indicated on the display.

Only if it is **not** your primary line:
Press the line key for the required line.

With the "call forwarding" key:

Press the key. The lamp goes out.

Via the Service Menu:

Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm.

Confirm.

For further information see → page 53

Step by Step

Taking calls for colleagues in a team

If a member of a team does not answer a call within 15 seconds (depending on the system), the other members of the team hear an alerting tone.

Telephone in the idle state:

The telephone rings. The display shows: "Call for...".

Lift the handset and press the flashing key. You have now taken over the call.

Press the flashing key only.
You are in the handsfree conversing/open listening mode.

In the course of a call:

Press the flashing key.
The first party waits while you are connected to the second party (→ page 71).

Terminating the second call – back to the first:

Press the key.

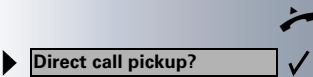
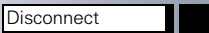
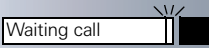
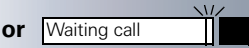
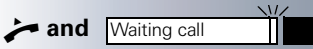
Picking up a specific team call

You hear another telephone ring and you know its station number or a colleague requests you (verbally) to pick up a call for a specific telephone.
If you do not know the number, you can have it displayed (→ page 79).

Lift the handset.

Select and confirm.

Enter the station number of the telephone for which you wish to (or have been requested to) pick up the call.
In this way you pick up the call.



Step by Step

Having the number of the called station displayed

If the number of the station for which you (as a member of a call pickup group) wish to pick up a call does not appear on the display, you can enter the code for "Display on request" after lifting the handset. If you are not sure of this code, enquire with System Support:

Lift the handset.

After the code has been entered, the station number of the telephone which has been called is displayed.

Taking a call in a hunt group

All the members of the team can be accessed simultaneously by way of a hunt group number.

Your telephone rings.

Lift the handset.

Removing station from hunt group/ adding station to hunt group

Precondition: A hunt group has been configured in the team.

You can disconnect yourself from the hunt group at any time, e.g. when you leave the office. You can rejoin the hunt group as soon as you return to the office.



You can still be contacted via your own number when you have been disconnected from the hunt group.

Service Menu

24

or

► Switches? ✓

► Hunting group? ✓

and

Press the key. The lamp lights up.

Enter the service code.

Select and confirm.

Select and confirm.

Step by Step

Deactivate?

✓

or

Activate?

✓

Confirm.

Automatic parking and resumption of a call

You can park a call on a telephone within a call pickup group and then resume it at a different telephone.

Parking the call:

Call park

Press the key. The "call park" key lamp flashes at all telephones in the call pickup group.



Replace the handset.

Resuming the call:

Call park

Press the flashing key. Continue the call.

Manual parking and resumption of a call

You can park up to ten internal and/or external calls and resume them at another telephone.

Parking:

System park

Press the key. The parking key lamp flashes on all phones in the call pickup group.

1

...

9

Enter and remember a parking position number 0-9. If the parking position number you have entered is not displayed, this means that it is busy; enter another number.



Replace the handset.

Step by Step

Pick up call on hold?

1 ... 9

Picking up a call on hold

Press the flashing key.

If necessary, enter corresponding parking position number.

Continue the call.



After a certain time, calls on hold return to where they were held (recall).

Calling a team member directly

Precondition: DSS keys have been configured at your telephone (→ page 50).

The lamp statuses of direct station selection (DSS) keys

Jones

or

Jones

or

Jones

The lamp is not lit – the user is not making a call.

The lamp is lit – the user is making a call.

The lamp is flashing – there is an incoming call for the user; the user has not answered it yet.

Step by Step

Jones



or

Jones



or

Jones



Calling a direct station selection (DSS) user

Note the lamp status of the DSS key!

The lamp is not lit – the user is not making a call:

Press the DSS key, e.g. "Jones".

Lift the handset.

With the handset on-hook: you are in the handsfree conversing/open listening mode.

The lamp is lit – the user is making a call:

Press the DSS key.

You are camped on to the other party's call. He hears a tone, the "call pickup" key flashes at his telephone and your name and number are displayed.

When the other party answers: lift the handset.

With the handset on-hook: you are in the handsfree conversing/open listening mode.

Taking a call for a direct station selection (DSS) user

The called team member is not at his normal workplace, for example.

Lift the handset.

Press the flashing key, e.g. "Jones".

Step by Step

Making calls in an "executive/secretary" team

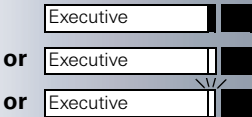
Each "executive/secretary" team is configured by System Support.

An "executive/secretary" team can consist of a maximum of 4 executive telephones and 2 secretarial telephones.

Calling executive or secretary's office

The lamp statuses of direct station selection (DSS) keys

An "executive" DSS key is configured on the secretary's telephone and a "secretary" DSS key on the executive's telephone. The meaning of the lamp statuses is the same for both keys. Here is an example for the "executive" key on the secretary's telephone:



The lamp is not lit – the executive is not making a call.

The lamp is lit – the executive is making a call.

The lamp is flashing – there is an incoming call for the executive; the executive has not answered it yet.

Making a call to the executive/secretary

Example of a call from the executive to the secretary:

Lamp is not lit – the secretary is not making a call:



Press the key.



Lift the handset.

or

Handset on-hook: handsfree conversing/open listening.

Step by Step

Secretary



or

Lamp is lit – the secretary is making a call:

Press the key.
You are camped on to the secretary's call. The secretary hears an alerting tone; the "call pickup" key flashes.

If the secretary's office accepts the call:
Lift the handset.

Handset on-hook: handsfree conversing/open listening.



The procedure is the same for a direct call from the secretary's office to the executive – with the "executive" DSS key.

Taking a call for the executive in the secretary's office

When a call is received for the executive, the telephone rings in the secretary's office.



Lift the handset.

or

Speaker

Press the key. The lamp lights up.
Handsfree conversing and open listening.

Taking a call for the executive during a call in progress

You are making a call.
A call is received for the executive.

Exec. Call pickup



Request the other party to wait, then press the flashing key. Answer the call.

Terminating the call – returning to the first call:

Disconnect

Press the key.
Continue your original call.

Extending a call to the executive

Precondition: You have taken a call for the executive in the secretary's office.

Executive

Press the DSS key for the executive. You are connected to the executive.

Step by Step

Extending the call with prior announcement:

Inform the executive that a call is waiting.



Replace the handset.

Extending the call without prior announcement:



Replace the handset immediately.

Switching calls directly to the executive

When the secretary's office is unattended, calls for the executive can be diverted immediately to the executive's telephone. The forwarding function can be activated at the secretary's telephone and at the executive's telephone.

To activate:

Intercept



Press the key. The lamp lights up.

To deactivate:

Intercept



Press the key. The lamp goes out.



Calls for the secretary are not redirected - only calls for the executive.

Taking a call on the executive's telephone

A call for the executive is not answered in the secretary's office. After 15 seconds (depending on the system), you hear an alerting tone on the executive telephone. The display indicates who is calling.



Waiting call



Lift the handset.

Press the flashing key.

Step by Step

Taking calls for other "executive/secretary" teams

If several "executive/secretary" teams have been configured, you can pick up calls for other teams.

Lift the handset.

Press the flashing DSS key, for example "Executive 3".

Call pickup is also possible during a call in progress. Please request the other party to wait briefly before you press the flashing key.

Using second telephone for executive

Precondition: A second telephone has been configured for the executive. The executive's first and second telephones each have a "call park" key.

Parking a call at the first telephone:

Press the key. The lamp lights up.

Resuming a call at the second telephone:

Lift the handset.

Press the flashing key.

Activating/deactivating second call for executive

As the executive, you can specify whether your calls are to be received in the secretary's office while you are conducting a call. If you are making a call and at the same time expecting an important call, it is advisable to activate the "second call" function, for example.

Press the key. The lamp lights up.

Enter the service code.

21

or

Switches? ✓

Camp-on? ✓

Select and confirm.

Confirm.

Step by Step

and

Activate?



or

Deactivate?



Confirm.

Using the call signal function

If a call signal key has been configured on your executive telephone you can generate a call signal on a particular destination telephone (for example, in the secretary's office) by pressing this key. When a call signal is received the number of the calling telephone is displayed briefly on the destination telephone.

The key can be pressed (once or several times) when the phone is idle or while a call is in progress.

If the Call Signal function has not been configured, you can generate a call signal at a destination telephone by lifting the handset and entering the call-signal code number.

Calling a messenger

You can call a messenger at the push of a "Messenger" key if the appropriate function has been configured on the executive telephone. The procedure is the same as described in the section "Storing a repertory dialling number on a key" (→ page 45) - in this case for a messenger.

Designating a deputy for the secretary

The calls for the executive which are normally received in the secretary's office can be diverted to a different telephone. A "Function transfer" key must be configured for this purpose. The procedure is the same as described in the section "Storing a repertory dialling number on a key" (→ page 45) - in this case for a deputy.

To activate deputy:

Deputy



Press the key. The lamp lights up.

To deactivate deputy:

Deputy

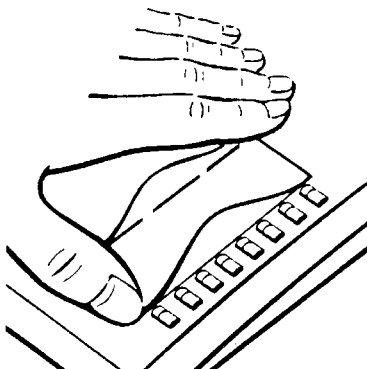


Press the key. The lamp goes out.

Labelling, documentation and accessories

Key labels

For each telephone/add-on unit you are supplied with sheets of pre-punched key labels, which you can use to label your programmable keys and the fixed function keys.



To insert the label for your fixed function keys, simply lift one of the **small** pre-punched labels off the sheet and attach it, covering it with the foil supplied (matt surface uppermost), as indicated in the illustration.

To label your programmable keys (soft keys), write the stored numbers or the Hicom functions in the appropriate white boxes on one of the **large** labels, detach it from the label sheet and insert it, covering it

with the foil supplied (matt surface uppermost), as indicated in the illustration.

Attaching the telephone number label

For each telephone a sheet of adhesive telephone number labels is supplied.

Fill in the number label (fire service, police, own number), peel it off and attach it to the recess on the telephone (after lifting the handset).

Using the key labelling programme

The insert sheets for all optiset E units can be lettered by System Support using labelling programme WINTASBE (order no. P31003-E80-T101-*-19). In the case of many optiset E units, we recommend the use of DIN A4 sheets (A31003-E80-T100-*-19) on which all the insert strips are pre-punched.

Re-ordering the Operating Instructions

These Operating Instructions can be re-ordered in a documentation package from the Siemens Sales Organisation. The order number is A31003-G3000-B312-8-7619.



To obtain further information or to place an order, please get in touch with System Support.

Downloading the Operating Instructions from the Internet in PDF format

You can download these Operating Instructions from the Internet in the form of a file:

<http://www.siemens.com/communication/manuals>

The Operating Instructions are in PDF format. You therefore require a computer on which the Adobe software product Acrobat Reader is installed.

To download from the Internet, you need a computer with Internet access and a WWW browser, such as Netscape Communicator or Microsoft Internet Explorer.

Individual operating instructions

You can obtain the data files for these operating instructions in order to modify them to suit your own purposes.

Ordering accessories

The optiset E adapters are slide-in modules which can be inserted in the mounting positions beneath **optiset E advance**. Their use is dependent on the specific requirements of the workstation.

optiset E key module:

Add-on unit with programmable keys. Up to four of these add-on units can be connected to your telephone.

optiset E signature module:

Add-on unit for personal identification (PIN) with a chip card.

optiset E data adapter:

For the connection of a PC via a V.24 interface.

optiset E ISDN adapter:

For the connection of an ISDN terminal, such as an ISDN fax machine, a video unit or a PC with an S₀ interface.

optiset E teleworking adapter:

For the transfer of all your telephone settings to the telephone at your teleworking workplace.

optiset E privacy module:

Add-on unit for the voice encryption of calls.

optiset E headset/headset plus adapter:

For the connection of a headset/tape recorder.

optiset E contact adapter:

For additional call signalling, e.g. in the form of a second ringer in a noisy environment or an illuminated display outside an office (e.g. "Do not enter").

optiset E control adapter:

For the connection of a headset to a telephone linked to a PC.

optiset E phone adapter:

For the connection of a second optiset E telephone. The second optiset E telephone can be called via its own number.

optiset E analog adapter:

For the connection of an additional analog telephone, a fax machine or a PC with a modem card.

optiset E acoustic adapter:

For the connection of a desktop microphone, a loudspeaker box or a second handset.

optiset E distance adapter:

For extending the range.

Headset:

For users with high calling rates.

Desktop microphone:

For handsfree conversing in difficult acoustic conditions.

Active loudspeaker box:

For enhanced acoustic quality during handsfree conversing.

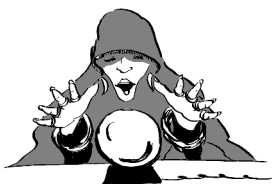
Second handset:

To counteract the effects of loud ambient noise.



For details of the products listed above, please refer to the Data Sheet for optiset E telephones.

Advice for users



Care of the telephone

- Use either a damp cloth or an antistatic cloth to clean the telephone set. Never use a dry cloth!
- If the telephone set needs to be cleaned thoroughly, use a neutral, diluted, surface-active cleaning agent. Take care that all traces of the cleaning agent are removed with a damp cloth (using water only!).
- Never apply a cleaning agent which contains alcohol or which is liable to harm plastic surfaces; never use an abrasive cleaning powder.

How to deal with malfunctions

There is no response after a key has been pressed:

Check whether the key has become stuck.

No ringing tone when an incoming call is received:

Check whether you have disabled the telephone (→ page 19). If you have, cancel this function in order to receive calls again.

You cannot dial a number:

Check whether you have locked the telephone (→ page 43). If you have, unlock the telephone in order to make calls again.

The time shown on the display is not correct:

After 24 hours at the latest, the time is corrected automatically (overnight).

All other faults:

First get in touch with System Support. If the fault cannot be eliminated, Customer Service must be called in.

Step by step

Time exceeded

Dealing with error messages on the display

Possible cause:

Maximum input time exceeded.
Handset not replaced.

Possible response:

Enter more quickly; avoid lengthy pauses between key actuations.

Please try later

Possible cause:

System is overloaded, no lines free, queue is full.

Possible response:

Wait and then try again later.

Currently not accessible

Possible cause:

- a) The function is not available at this point in time.
- b) The number you dialled does not exist.

Possible response:

- a) Wait and then try again later.
- b) Enter the number correctly or call the attendant.

Not possible

or Incorrect input

or Nothing stored

Possible cause:

Speed dialling number does not exist, timed reminder entered incorrectly, barred or inadmissible input, pre-condition not met (e.g. attempt to toggle without a second party), incomplete dialling.

Possible response:

Correct your input, select a permissible option, enter the number in full.

Step by step

Not authorized

or Not allowed

Possible cause:

- a) Attempt to use a barred function.
- b) PIN entered incorrectly.

Possible response:

- a) Apply to System Support for authorisation to activate this function.
- b) Enter the PIN correctly.

Not available

Possible cause:

Number not entered completely, star or square key not pressed.

Possible response:

Enter the number or code correctly (or as instructed).

Protected

Possible cause:

Data transmission in progress.

Possible response:

Wait and then try again later.

Who to contact if a problem occurs

In the case of faults which last longer than 5 minutes, for example, please get in touch with System Support.

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1P A31003-H8400-C104-1-7619

The information in this document contains general descriptions of the technical options available, which do not always have to be present in individual cases.
The required features should therefore be specified in each individual case at the time of closing the contract.

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SIEMENS

HiPath 4000

Hicom 300 E/300 H

Quick-Reference Operating Instructions

optiset E standard

optiset E advance

optiset E advance plus



optiset E advance conference



Important functions at a glance

Making a call:



Either:  + 

Or:  + when the other party answers  or handsfree conversing and open listening.

Saved number redial:

Store:



Either: The connection has been set up. .

Or: Any number:  +  +

 +  + .



Redial:  + .

Last number redial:

 + .

Switching between the handset and handsfree conversing/open listening during a call:


From handset to handsfree conversing/open listening: hold down

 + .

From handsfree conversing/open listening to handset: .

Information during a call in progress (consultation):




 + second party .

To terminate: .

Alternating between parties (toggling):

 .

Extending a call:

With prior announcement:  +  + announce call, + .

Without prior announcement:   +  + .


Setting up a conference call:

First call + ► **Start conference?** ✓ +  + **Conference?** ✓
+ ► **Add on to conference?** ✓ + .

Storing/activating variable call forwarding:

► **Variable call forw.?** ✓ +  (destination) + **Save?** ✓.




Interrogating call list:

Service Menu  + **Destinations?** ✓ + ► **Call log?** ✓ +
Incoming calls? ✓ or ► **Outgoing calls?** ✓.



Terminating interrogation: **Service Menu** .

Dialling displayed call: ► **Output?** ✓.

Storing individual speed dialling numbers:

Service Menu  + **Destinations?** ✓ + ► **Speed dialling?** ✓ +
 (0..9) + **New entry?** ✓ +  (destination) + **Save?** ✓.





Dialling with individual speed dialling numbers:

Service Menu  + ► **Use speed dialling?** ✓ +  (0..9).


Switching telephone off/on again to make a call:

Service Menu  + ► **PIN / COS?** ✓ + ► **Change COS?** ✓ +
 (PIN).




Storing/changing a number on a key for repertory dialling:

Service Menu  +   + **New entry?** ✓ +  (destination) + **Save?** ✓.

Storing a timed reminder:

Service Menu  + ► **Reminder?** ✓ + **New reminder?** ✓ +
 (time with 3 or 4 digits) + **Save?** ✓.

Maximum Service Menu functions available

Press the "Service Menu" key. Use   and  in order to select functions. Or use the service codes, e.g. **2 1** for "second call on/off".

1 Destinations	1 Storing variable call forwarding	
	12 Storing fixed call forwarding	
	13 Storing speed dialling number	
	14 Storing redial	
	15 Storing repertory dialling number	
	16 Storing DSS number	1 Variable call forwarding
	17 Storing call forwarding for number	2 Other type of call forwarding
	18 Using call list	
2 Switches		1 Incoming calls
		2 Outgoing calls
	1 Second call on/off	
	2 Do not disturb on/off	
	3 Stop voice calling on/off	
	4 Hunt group remove/add	
	5 Call forwarding on/off	
	6 Forwarding for number enquire/off	1 Variable call forwarding
3 Using speed dialling	7 Ringer cutoff off/on *	2 Other type of call forwarding
4 Displaying key assignment		
5 Voice mail service	1 Own voice mailbox	
	2 Remote voice mailbox	
6 PIN and class of service (COS)	1 PIN 1 (option: network-wide)	
	2 PIN 2	
	3 PIN 3	
	4 PIN 4	
	5 PIN 5	
	6 PIN off	
	7 Changing class of service	
7 Storing timed reminder		
8 Additional functions	1 DTMF suffix-dialling on **	
	2 Display suppression on	
	3 Display suppression off	
	4 Malicious call holding	
	5 Using paging facility	
	6 Show used line*	
	7 Privacy on *	
	8 Privacy off *	
9 Terminal test	1 Lamp test (LED)	
	2 Display test	1 Loudspeaker
	3 Key test	2 Handset
	4 Acoustic test	3 Ringing tone volume
	5 Terminal identity (ID)	4 Ringing tone pitch
	6 Software version	5 Alerting tone
	7 Power feeding range	6 Handsfree conversing

* Telephone with line keys and multi-line access (keyset)

**not for UK